

BACKGROUND CHECKS POLICY

All employees will be subject to a background check and screening initiated by the agency head. The criminal background check and inquiries required will be initiated prior to the employee or volunteer having contact with residents, clients or patients. This will be done through the (Family Care Registry or Highway Patrol, Children's Division and the Department of Health and Senior Services).

In 9 CSR 10-5, 190 (attached), the Department of Mental Health clearly establishes convictions, which, by Statute, must exclude an individual from employment. The CSR is attached for reference with appeal information. All other convictions will be taken under consideration by the agency head and employment will be at their discretion.

All records will be available at the agency and kept confidential.